



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
AND PUBLIC FACILITIES

POLICY

POLICY NUMBER

01.01.040

PAGE

1 OF 5

EFFECTIVE DATE

12-1-92

SUBJECT

Organization and Personnel

SUPERSEDES P&P OR POLICY #

01.01.040

DATED

7/12/91

APPROVED BY

[Signature]
RESPONSIBLE HQ/SYSTEM DIRECTOR

TITLE

Office of the Commissioner

CHAPTER

Delegation of Authority

RESPONSIBLE HQ/SYSTEM DIRECTOR

Commissioner

LEGEND

F - Final Authority

R - Final Authority may be
Redelegated

E - Endorsement Required

C - Consultation, Coordination,
and/or Evaluation Required

* - May not be performed by
person temporarily acting in
this position

Headquarters

Int'l Airports

AMHS

Regions

Commissioner	Deputy Commissioner	Administrative Services	Engineering & Ops Stds	Information Systems	Plans, Programs & Budget	System Comptroller-AIAS	Int'l Airport Director/Mgr	System Director - AMHS	Support Services Mgr	Reservations & Mkt Mgr	Terminal & Ship Svcs Mgr	Port Captain	Engineering Mgr	Management Info Mgr	Regional Director	Planning Chief	D&C Director	M&O Director
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Footnotes

Organizational Chart
Revision

Staffing Charts Revision

Final Position Reclass

Acting in a Higher Range

Hiring, Transfers and

Promotions (except
vessel personnel)

- Partially Exempt

- Authority to Request
Nonpermanent
Positions

- Budget Approval to Fill
Permanent Positions

- Authority to Select
Successful Applicant

Firing Partially Exempt

F	C					C	C	C							C			
	C	F				F	F	F							F			
		F	F	F	F	F	F	F							F	F	F	
F*	C																	
F*	F*	F*	F*	F*	F*	F*	F*	F*							F*	F*	F*	
	F					F	F	F							F			
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
F*	C	C																

1
2
3
4
5

1. Consultation with regional Personnel Officer is required.
2. Redelegated from DOA to department Personnel Officer.
3. "Transfers" refers to movement of employee from one position to another. See P&P 22-0002 to transfer vacant positions or positions whose incumbent has voluntarily consented to a transfer.
4. Chief of Staff, Office of the Governor, approval required.
5. Supervisors may make selection decisions.



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Footnotes

Overtime Approval for
Authorized Positions
Timesheet Approval
Leave Approval (except
vessel personnel)

- Except Sick or LWOP
- Regular Leave Without
Pay (LWOP)
- LWOP (while retaining
accumulated annual
leave, P&P 22-8008)
- Seasonal Leave Without
Pay (SLWOP)
- Union Business
Employees Excused from
Regular Duties
- Health & Safety
Reasons

R	F	F	F	F	F	F	F	F							F	F	F	F	1,2
																			3
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	4
F/R	F/R	F/R	F/R	F/R	F/R	F/R	F/R	F/R	F/R						F/R	F/R	F/R	F/R	4-6
R	F	F	F	F	F	F	F	F							F	F	F	F	
							F	F	F						R	R	R	R	4,7
R	F	F	F	F	F	F	F	F							F		F	F	8
R	F					F	F	F							F				

- Positions with an "N" only. "N" indicated positions are overtime eligible and compensated at time and one-half their normal rate of pay.
- Directors/System Managers may designate in writing selected lower level managers who may approve overtime where the safety and well-being of the traveling public are at risk and the Director/System Manager is not available.
- Immediate supervisor may approve timesheets.
- Supervisors shall approve all leave. If leave adversely affects the unit's activities, consultation required with next level of supervision. Consultation at the director level is required for more than thirty (30) work days.
- An "R" means 30 days or less can be redelegated to the next lower level.
- LWOP is automatically used for illness when sick and annual leave are exhausted.
- Can only be delegated down one level.
- Copy Personnel Officer.



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- Service on State Boards, Commissions or Task Forces																				
Appointed by Governor	R	F	F	F	F	F	F	F	F							F	F	F	F	
Appointed by Others		F					F	F	F							F				
Preparation of Performance Evaluations																				
- Commissioner's Staff	F																			
- Immediate Subordinates																				
Review and Approval of Performance Evaluations Before Employees See Them	R	F	F	F	F	F	R	R	F							F	F	F	F	
Presenting Service Awards	R	F	F	F	F	F	F	F	F							F	F	F	F	
Employee Training Plan	R	F	F	F	F	F	F	F	F							F				
Training Requests																				
- Out of State	F	E																		
- In State	R	R	R	R	R	R	R	R	R	F	F	F	F	F	F	R	R	R	R	

1. See P&P 20-1108.

2. Performance evaluations are prepared by the immediate supervisor (P&P 22-3003).

3. Division Directors will return evaluations for correction of inconsistencies or inappropriate language.

4. Presentation will be by Commissioner whenever possible.

5. Can be redelegated to immediate supervisors provided the recommended training is in the approved annual training plan and is within budgetary limits.



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Nepotism Waivers	F	E					C	C	C							C				
Communication with Family Regarding Employee Death	R							F	F							F				
Flexible Work Hours																				
- Officewide	F	E																		
- Individual	R	F	F	F	F	F	F	F	F							F	F	F	F	1
Designation of Certifying Officer		R	F				F	F	F							F				2
Notary Bond Approval		F					F	F	F							F				
Outside Employment/ Ethics Approval																				
- Commissioner's Staff	F																			3
- All other Personnel	R	F					C	C	C							C				3
Assign staff duty as Emergency Responder		F																		

1. Copy approval to personnel.

2. The Deputy Commissioner with budget oversight has the authority to redelegate.

2. The Deputy Commissioners are the "Designated Supervisors" for their respective areas under AS 39.52, Code of Ethics. For further information on the Code of Ethics, see the 1/2/87 memorandum from the Assistant Attorney General, Randall P. Burns to all Commissioners.

MEMORANDUM

State of Alaska

Department of Transportation & Public Facilities
Office of the Commissioner

TO: DISTRIBUTION

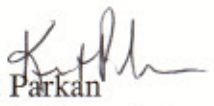
DATE: September 3, 1998

FILE NO:

TEXT NO: (907) 465-3652

FAX NO: (907) 465-8365

TELEPHONE NO: (907) 465-6977

FROM: Kurt Parkan 

Deputy Commissioner

SUBJECT: Policy on Acting Status
"Acting in a Higher Range"

Effective immediately, I am revising our policy on *Acting in a Higher Range*. The purpose of the revision is to assure that similarly situated employees have an opportunity to act in positions in higher ranges by limiting the period of time a single employee will be appointed to acting status. We will be revising our formal policy as soon as possible. In the meantime, the following procedures are effective immediately.

- Whenever there is more than one similarly situated¹ employee who qualifies to act in a higher range, the period of time a single employee will be appointed to the position shall be limited to 60 days.
- All Appointments to act in a higher range must be coordinated through your Regional or Headquarters Personnel Office. All such appointments require the approval of the Commissioner's Office.
- All provisions of the applicable bargaining agreement shall be followed.

¹ A "similarly situated" employee is one who possesses all the qualifications to act at the higher range and is not already functioning as a deputy to the position. Positions that are normally assigned to function as a "deputy" or direct assistant are exempt from the time limitation.

DISTRIBUTION:

Regional/Headquarters Directors
International Airport Director/Manager
Human Resources Manager
Regional Personnel Officers